

Title II, Part A Supporting Effective Instruction

District Coordinators Training

June, 2021

Guiding Questions

- What is the intent of Title II, Part A?
- What expenditures are allowable with Title II, Part A funds?
- What are some considerations related to Title II, Part A planning?
- What information do I need to include in the district GMAP application?

Title II, Part A Intent

Title II, Part A funds can be used to provide ***supplemental*** activities that strengthen the quality and effectiveness of teachers, principals and other school leaders in order to:

- Increase student achievement
- Improve teacher and principal effectiveness
- Provide high-need students with greater access to effective teachers, principals and school leaders

Supplement, Not Supplant

ESSA Section 2123 (b) states the following concerning supplanting funds:

- *SUPPLEMENT, NOT SUPPLANT- Funds received under this subpart shall be used to supplement, and not supplant, non-Federal funds that would otherwise be used for activities authorized under this subpart.*



Title II, Part A Intent

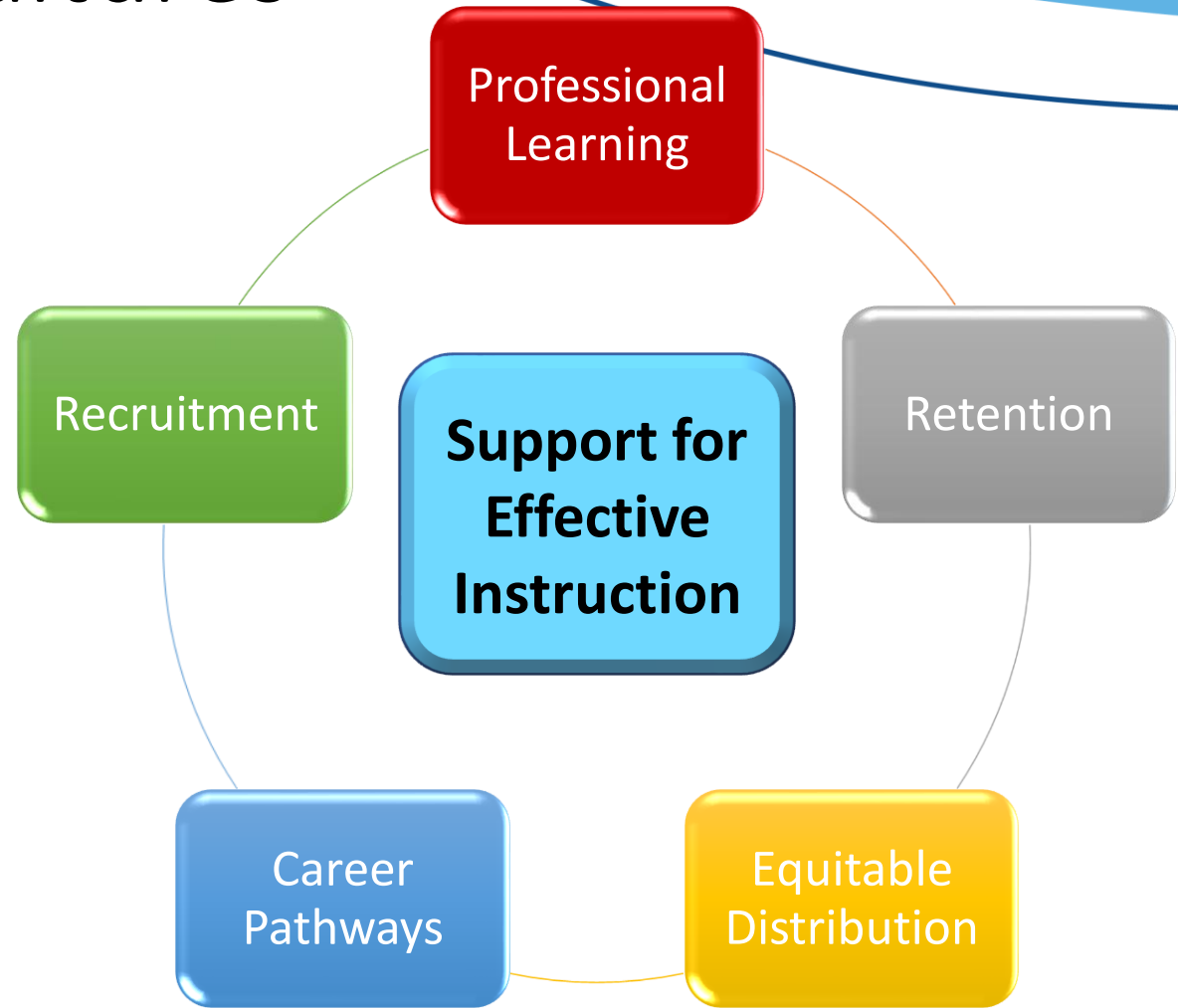
Title II, Part A funds are meant to be used ***above and beyond*** what the district is currently doing to support effective instruction.

- Reasonable
- Allocable
- Necessary
- Documented

“If my school didn’t have Title II, Part A funds, would I still find a way to pay for this?”

Title II, Part A Expenditures

- Professional Learning
- Recruitment
- Retention
- Career Pathways
- Equitable Distribution of Effective Educators



Professional Learning

Districts may use funds to support the ongoing professional learning of teachers, principals and school leaders; ***any staff that contributes to the well-rounded education of students.***

- Professional Learning Opportunities
 - Needs-based
 - Job-embedded
 - Sustainable
 - Evidence-based
 - Data-driven
 - Classroom-focused



Teacher Recruitment and Retention

Recruitment

Districts may use funds to recruit teachers in critical shortage areas, particularly in high-poverty schools.

- Pay differentials
- Signing bonuses
- Relocation expenses
- Support for new teachers

Retention

Districts may use funds to implement activities that are proven to be effective in retaining teachers in a school or district.

- Induction and mentoring support
- Leadership opportunities
- Pay differentials
- Tuition reimbursement



Career Pathways

Districts may use funds to create roles for staff that promote leadership and advancement but allow staff to remain in the classroom.

- Instructional coaching
- Teacher leaders/mentors
- Professional development leader (peer-led)
- PLC leader



Equitable Distribution of Effective Educators

Districts may use funds to support a balanced distribution of effective teachers and principals throughout the district.

- Strong induction and mentoring programs
- Strategic teacher/principal placement



Class Size Reduction

Districts may use funds to reduce class sizes by creating additional classes in a particular grade or subject. Classes must **meet or exceed** state cap-size prior to allocating funds for CSR.

- Supplemental – NOT a way to address an allocation shortage
- CSR staff must have been previously determined to be effective by the district; i.e. cannot be a first year teacher
- CSR staff must have a valid teaching certificate in the content and grade level to which they are assigned
- Supported by evidence and research
- Documentable effectiveness regarding student achievement

Title II, Part A Intent

Examples of Allowable Expenditures

- Salaries, stipends, fees for instructional coaches
- Recruitment and retention initiatives
- Substitutes for teachers attending professional learning
- Materials and supplies for approved, reasonable and necessary professional learning sessions
- Expenses related to equitable distribution of effective teachers

Examples of Non-Allowable Expenditures

- Stand-alone professional development
- Curriculum Development
- Assessment Development
- Data Analysis/Data Retreats
- Food and refreshment purchases
- Direct reimbursement to a nonpublic school
- Materials or supplies not directly connected to professional learning
- Materials for students
- Salaries for required positions

Is this reasonable?
Is this necessary?



Title II, Part A Considerations

- District Needs Assessment
- Data-Based Planning
- Shareholder Input
- Non Public School Consultation
- Collaboration between Title II Coordinator and Finance Officer
- Documentation of Evidence
- Title II, Part A Program Monitoring






Planning...

How do you plan your Title II, Part A program?



Plans are
nothing;
planning is
everything.

- Dwight D. Eisenhower



Developing a Plan



- ***Where are we now?***

- What does data show?
- What do our staff members say?
- What do our families see?

- ***Where do we want to go?***

- Based on data and shareholder input, what do we need to work on?
- What should be prioritized?
- What are our ***needs***?

- ***How will we get there?***

- What strategies can we try?
- What has worked before? What has previously been unsuccessful? Why?
- How can we improve?
- What resources are available to fund these strategies?

Considerations for Planning...

What are our needs?

How will the needs
be addressed?

Which federal
programs can
support our needs?

Identified Need	Strategies To Address Need	Funding Source

Shareholder Consultation

What does consultation *look* like?

- Surveys
- Emails
- Texts
- Website information
- Virtual meetings 😊
- PTA/PTO



- *Schedule regular “meetings”*
- *Allow everyone to be heard*
- *Develop credibility for the district 😊*

Planning

What are the district needs?

- CDIP
- CSIP
- Test Scores
- State initiatives
- Student enrollment data
- Teacher certification data
- Survey data



Needs Assessment

How will the district address the needs?

- Professional Learning
- Recruitment and/or Retention
- Equitable Distribution of Effective Teachers
- Career Pathway Opportunities
- Other Federal programs



Plan

Who is involved in determining district needs?

- District: Superintendent, Finance Officer, Title II Coordinator, Curriculum and Instruction Specialists, ESL Coordinator, Human Resources Staff
- School: Principals, Teachers, **Parents**
- Community: Businesses, Community Leaders



Shareholders

Non Public School Participation

Districts ***must*** reserve funds to provide Title II, Part A equitable ***services*** to eligible non-public school students, teachers and parents.

- Maintain ***on-going*** consultation
- Provide needs-based professional learning ***services*** to participating schools
- Services must be supplemental, secular, neutral and non-ideological in nature
- Completed NPS participation packets should be uploaded into GMAP

Any professional learning, conference registration fees, etc., ***must*** be paid by the district; non-public schools cannot be reimbursed

Collaboration



Documentation

- A regulatory requirement
- A factual record of work
- A way to show and check that processes are controlled
- An advertisement of work and effort

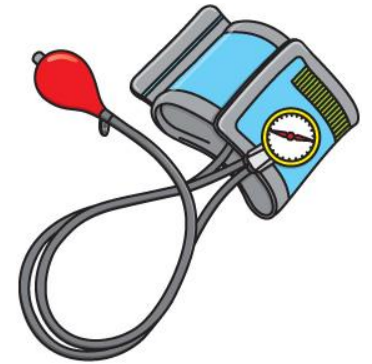
*If it's not
documented,
then it doesn't
exist*



Title II, Part A Monitoring

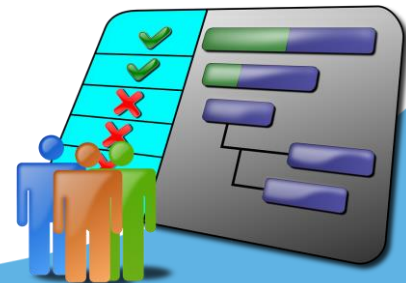
Program monitoring is an opportunity for celebration and growth!

- Desk Monitoring for Title II, Part A: October – December
- Consolidated Monitoring: January – April
 - Teacher Certification
 - Program Development, Implementation and Evaluation
 - Financial Management
 - Equitable Services



Title II, Part A Suggested Timeline

- Winter/Early Spring: Develop district needs assessment with input from all shareholders. Send participation letters to non-public schools.
- Spring: Consult with participating non-public schools. *Schedule regular times to meet with NPS administration for upcoming year.*
- Late Spring/Summer: Complete and submit budgets in GMAP application.
- Summer: Districts with approved consolidated applications may begin spending new fiscal year funds on July 1. *Schedule regular times to evaluate Title II, Part A spending and implementation for upcoming year.*
- Fall: Final allocations are uploaded into GMAP. KDE calculates and issues this to districts. Submit revised Title II Part A budgets in GMAP. *Check in with shareholders and NPS administrators; schedule regular times to review Title II, Part A expenditures with district finance officer.*



GMAP

- Support For Effective Instruction
- Title II, Part A Personnel Details
- Equitable Services for Private Schools
- Budget
- Help Pages

Support for Effective Instruction



Kentucky Department of Education
Our Children, Our Commonwealth

GMAP Home

Administer ▶

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Grant Summary

District Document Library


Address Book

KDE Resources

Help for Current Page **1**

Contact KDE

Create Help Desk Ticket

 GMAP Sign Out

Jarboe, Kris

Support for Effective Instruction

Test District (Test) Public District - FY 2022 - Consolidated - Rev 0 - Title II Part A

Go To ▶

Which assessments did the district use to identify needs?

<input type="checkbox"/> CDIP	<input type="checkbox"/> CSIP	<input type="checkbox"/> Parent Survey	<input type="checkbox"/> Test Scores
<input type="checkbox"/> Teacher Survey	<input type="checkbox"/> Attendance	<input type="checkbox"/> Student Survey	<input type="checkbox"/> <input type="text"/> Other

* What district needs were identified by these assessments?

* Describe how the district will use Title II, Part A funds to address the identified needs and how the activities are aligned with challenging State academic standards.

* Describe the district's systems of professional growth and improvement. Include descriptions of structures such as staff induction programs and opportunities for building the capacity of teachers and opportunities to develop meaningful teacher leadership.

* Describe how the district will use data to continually update and improve the activities supported by Title II, Part A

Support for Effective Instruction continued...

* Distribution of Funds

Select one or more priorities the LEA will utilize in distributing Title II Part A funds. Provide a brief description of how Title II, Part A funds will be used to support each selected priority. The LEA will give priority to schools:

☐ With the greatest need, as identified by the LEA

☐ With the highest percentages or number of students from low income families

☐ Identified for comprehensive support and improvement (CSI)

☐ Implementing targeted support and improvement plans (TSI)

* Identify the shareholders who were involved in viewing the data and assisting with developing the plan. Check all that apply - Documentation of shareholder communications should be kept by the district. This documentation may include meeting agendas, meeting minutes, sign-in sheets, etc.

☐ Parents

☐ Teachers

☐ Principals

☐ Students

☐ School leaders

☐ Specialized instructional support personnel

☐ Local government representatives

☐ Community-based organizations

☐ Others with relevant and demonstrated expertise, e.g Educational Co-op, Universities, etc.

☐ Other

Supplement, Not Supplant

Under ESSA, Title II, Part A Section 2301 maintains a supplement not supplant requirement. For Title II, Part A presumptions of supplanting include 1) to determine if the expenditure is required to be made available under other federal, state, or local laws, 2) whether the expenditure was provided with non-federal funds in the prior year and 3) and LEA pays for a service or resource in one school from a state/local funding source, while paying for the same from Title II funds at another school.

There is a presumption of supplanting if Federal funds are used for State-required costs or costs previously covered with non-Federal funds. The presumption may be overcome if the LEA is able to demonstrate through written documentation (e.g., State or local legislative action, budget information, or other materials) that it does not have the funds necessary to implement the activity and that the activity would not be carried out in the absence of the SSAE program funds. Check the box below to provide assurance for this requirement.

☐ * Title II, Part A funds will not be used to supplant State or local funds.

Title II Personnel Details

Program Guidance:

<http://www2.ed.gov/programs/teacherqual/index.html>

Please mark whether or not all staff meet state certification requirements. If "No" is selected, a description must be uploaded to the District Document library detailing how those staff not meeting requirements are being supported with meeting certification standards.

*** All staff appropriately certified?**

☐ Yes ☐ No

Title II-A Personnel Details continued...

Personnel Paid with Title II, Part A Funds

Please complete the following section if any personnel is paid using Title II, Part A funds. This includes staff or instructional coaches serving multiple school locations or staff or instructional coaches that are assigned to a single school.

☐ No district or school personnel are paid using Title II, Part A funds.

Districtwide Instruction & Support - (Work as needed at multiple school sites)

	Headcount	FTE
Instructional Coaches	<input type="text"/>	<input type="text"/>
Other (specify) <input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Districtwide Personnel - (Usually personnel working in the central office)

	Headcount	FTE
Program Coordinator	<input type="text"/>	<input type="text"/>
Other (specify) <input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Title II-A Personnel Details continued...

School Personnel

School Name	Class Size Reduction Staff (CSR)		Describe how Title II, Part A addresses the needs listed in the Consolidated School Improvement Plan (CSIP). If CSR staff are funded identify the student/teacher ratio and course or grade taught by each CSR staff.	Instructional Coach	
	# of staff (Headcount)	# of staff (FTE)		# of staff (Headcount)	# of staff (FTE)
<div>▼</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
Total	0.00	0.00		0.00	0.00

Teachers hired for the purpose of reducing class size must have previously been determined to be effective by the LEA and have a **valid teaching certificate in the grade level and content area to which they are assigned.**

Twenty-four (24) in kindergarten through third grade

Twenty-eight (28) in grade four (4)

Twenty-nine (29) in grades five (5) and six (6)

Thirty-one (31) in grades seven (7) to twelve (12)

Statewide class cap-size must be met prior to using funds for class size reduction, regardless of SBDM waiver of this statutory requirement. Class sizes must be reduced to a level that is **evidence-based** to improve student achievement. **If funds have been used for class size reduction in the previous year, please upload documentation with evidence of effectiveness in the district document library.**

☐ Funds were used in the previous school year for class size reduction. Effectiveness evidence documentation has been uploaded to the district document library.

Go To



Equitable Services for Private Schools

Equitable Services for Private Schools

Test District (Test) Public District - FY 2022 - Consolidated - Rev 0 - Title II Part A

Go To ▶

☐ No private schools participating in Title II Part A

Base for equitable services	\$ 1.00
Total District Enrollment (current school year)	
Total Private Student Enrollment (current year)	
Total # Students (Public & Private)	0
Private School Per Pupil Amount	\$ 0.00

Consultation must include the following elements of the professional learning plan:

- 1.The identified needs of students and teacher
2. Identification of the professional learning necessary to improve teacher quality
3. Identified logistics of how, where and by whom the professional learning services will be provided
4. Identified method for how services will be evaluated for effectiveness and how educators will use those services to improve practice
5. A description of how the evaluation will determine future uses of funds for professional learning
6. The amount of professional learning services available for private school teachers and principals

Participating Private Non-Profit (PNP) Schools (Including home schools)	# PNP Student Enrollment	\$ Per PNP Pupil	Allocation for Services	Names of PNP Officials in Consultation	Date of Consultation	Description of Services
		\$ 0.00	\$ 0.00			
Totals:	0		\$ 0.00			

Budget

Budget

Test District (Test) Public District - FY 2022 - Consolidated - Rev 0 - Title II Part A

Go To ▶

Indirect Cost Guide		
Total Allocation		\$1.00
Existing Budget In Categories Not Eligible for Indirect Cost		\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost		\$1.00
Indirect Cost Rate		0.00%
Max Available Budget In Categories Eligibile for Indirect Cost		\$1.00
Max Indirect Cost		\$0.00

[Download Budget Data](#)

[Budget by Object Code](#)

Action	Category	Total
View	401I - District and School Activities	\$0.00
View	401IP - Private/non-public School Activities	\$0.00
Total		\$0.00
Adjusted Allocation		\$1.00
Remaining		\$1.00



Budget

[Redacted] - Consolidated - Rev 0 - Title II Part A

This is the TEST site. Please be sure to complete your work on the LIVE site.

Go To ▶


Indirect Cost Guide		
Total Allocation		\$31,354.00
Existing Budget In Categories Not Eligible for Indirect Cost		\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost		\$31,354.00
Indirect Cost Rate		0.00%
Max Available Budget In Categories Eligible for Indirect Cost		\$31,354.00
Max Indirect Cost		\$0.00

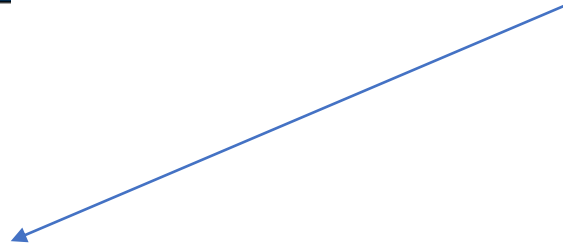
[Upload Budget Data](#) | [Download Budget Data](#)

[Budget by Object Code](#)

Action	Category	Total
Modify	401G - District and School Activities	\$24,372.36
Modify	401GP - Private/non-public School Activities	\$2,897.64
Total		\$27,270.00
Adjusted Allocation		\$31,354.00
Remaining		\$4,084.00

GMAP Help...

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Funding ▶
Grant Summary
District Document Library
Address Book
KDE Resources
Help for Current Page 1
Contact KDE
Create Help Desk Ticket
 GMAP Sign Out



- GMAP Home
- Administer ▶
- Search ▶
- Reports
- Inbox ▶
- Planning ▶
- Funding ▶
- Grant Summary
- District Document Library
- Address Book
- KDE Resources
- Help for Current Page 0
- Contact KDE
- Create Help Desk Ticket
- GMAP Sign Out

Jarboe, Kris

Production

Session Timeout

00:59:41

KDE Resources

Test District (Test) Public District - FY 2022

KDE Resources Search

Choose Keyword:

Or Enter Text:

Search

Below are the KDE Resources. Expand the nodes to view the folders and documents

KDE Resources [\[Expand All\]](#) [\[Collapse All\]](#) [\[Hide Documents\]](#)

+ User Access Administrators

+ GMAP Application Training (All Users)

+ KDE's GMAP web page with Info and training videos

+ GMAP Planning Tool Training

+ Grant Information and Resources

+ Perkins Funding Application Resources

+ General System Help

+ Public Access and Information

+ Title I Comparability Report

+ IDEA Basic and IDEA Preschool Information

KDE Resources

Test District (Test) Public District - FY 2022

KDE Resources Search

Choose Keyword: Choose Keyword

Or Enter Text:

Search

Below are the KDE Resources. Expand the nodes to view the folders and documents

KDE Resources [Expand All] [Collapse All] [Hide Documents]

+ User Access Administrators

- GMAP Application Training (All Users)

+ Consultant Training

+ District Funding Assurances Statement

Superintendent and Finance Officer Training Video

Login, Navigation and Saving

Creating Budget Details

Reviewing Error Messages

Uploading Documents

Printing from GMAP

Finance Officer and Superintendent Approval Steps

2019 Budget Detail Changes

2020 New Budget Features

+ KDE's GMAP web page with Info and training videos

GMAP Budget Page

Indirect Cost Guide

Total Allocation	\$31,354.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$31,354.00
Indirect Cost Rate	0.00%
Max Available Budget In Categories Eligible for Indirect Cost	\$31,354.00

Category:	0110 - Certified Services - (Contract)
Object Code:	0111 - Extended Days - (Contract)
Set Asides:	0112 - Extra Duty - (Contract)
District / School:	0113 - Other Certified - (Not part of Contract)
Quantity:	0115 - Certified Undetermined Pay
Cost:	0120 - Certified Substitute
Budget Detail Total:	0130 - Classified Salaries
	0131 - Other Classified Pay
	0132 - Classified Salaried Extra Pay
	0140 - Overtime
	0150 - Classified Substitute
	0210 - Group Insurance
	0211 - Life Insurance
	0212 - Health Insurance
	0213 - Liability Insurance
	0214 - Dental Insurance
	0215 - Disability Insurance
	0216 - Retired Health/Life Insurance
	0219 - Other Group Insurance
	0220 - Employer Social Security
	0221 - Employer FICA Contribution
	0222 - Employer Medicare Contributions
	0231 - KTRS Employer Contribution
	0232 - CERS Employer Contributions
	0233 - Other Employee Retirement
	0240 - Tuition Reimbursement
	0250 - Unemployment Insurance
	0251 - State Unemployment Insurance
	0253 - KSRA Unemployment Insurance

Narrative Description

T'
v

125 of 2000 characters

Total for all other Budget Details: \$22,270.00

Total for all Budget Details: \$27,270.00

Adjusted Allocation: \$31,354.00

Remaining: \$4,084.00

Cancel

GMAP Budget Page

Indirect Cost Guide

Total Allocation	\$31,354.00
Existing Budget In Categories Not Eligible for Indirect Cost	\$0.00
Total Available for Budgeting In Categories Eligible for Indirect Cost and Indirect Cost	\$31,354.00
Indirect Cost Rate	0.00%
Max Available Budget In Categories Eligible for Indirect Cost	\$31,354.00
Max Indirect Cost	\$0.00

Budget Detail		Narrative Description
Category:	401G - District and School Activities	<div></div> <div>125 of 2000 characters</div>
Object Code:	0110 - Certified Services - (Contract)	
Set Asides: (Select at least 1, and up to 1 tag(s))	Select Tag	
	District- Professional Learning Initiatives	
	District- Supporting professional learning materials for participating staff	
District / School:	District- Professional Learning Coaches	
	District- Recruitment Expenses	
Quantity:	District- Retention Expenses	
	District- Title II Substitutes	
Cost:	District- Administrative Costs	
	District- Other (explain in narrative)	
Budget Detail Total:	School- Class Size Reduction Staff	
	School- Instructional Coach	
	School- Training	
	School- Professional Learning	
	Private School Share	
		Total for all other Budget Details: \$22,270.00
		Total for all Budget Details: \$27,270.00
		Adjusted Allocation: \$31,354.00
		Remaining: \$4,084.00

Title II, Part A GMAP Considerations

- Has the application been completed based on the ***current needs*** of the district?
- Do budget expenditures align with the identified needs of the district?
- Do the budget narratives clearly explain the expenditure?
- Are the codes used in GMAP allowable codes for Title II, Part A?
- Do the budget narratives align with the allowable codes?

Common Application Revision Requests

- Misalignment
 - Support for Effective Instruction details and Budget Page
- Lack/Absence of Information
 - Class size reduction
 - Shareholder input
 - Equitable Services Packet
- Requests for Unallowable Expenditures

Title II, Part A Funds...

Reasonable?
Allocable?
Necessary?
Documented?



How to...

- ...help teachers and school leaders be more instructionally and professionally effective
- ...recruit, support and retain effective staff to best support the needs of students
- ...connect effective teachers with students who have the highest needs

Feedback and EILA Credit

Please scan the QR code or access the link for a brief survey regarding this training! EILA credit is available and can be requested via the code/link.



<https://forms.office.com/r/ZPTuSAzGae>

Title II, Part A Consultants

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Kentucky County and Independent School Districts

County School Districts – 120
Independent School Districts – 51

